



# Announcing

## Wisconsin Department of Public Instruction School Nutrition Team Pre-Review Workshops

Your opportunity for a review/update on regulations and to meet the School Nutrition Team members conducting this year's Administrative Reviews!

### LOCATIONS AND DATES

**Monday, September 22, 2014**

Milwaukee Center for Independence  
2020 W Wells Street  
Milwaukee, WI 53233

**Wednesday, September 24, 2014**

Fond du Lac Administration Building  
72 West 9<sup>th</sup> Street  
Fond du Lac, WI 54935

**Wednesday, October 1, 2014**

New Richmond High School  
650 Richmond Way  
New Richmond, WI 54017

**Thursday, October 2, 2014**

D.C. Everest Middle School  
9302 Schofield Avenue  
Schofield, WI 54476

**Wednesday, October 8, 2014**

Lancaster High School  
802 E Elm Street  
Lancaster, WI 53813



**Registration and networking from 3:45p.m. – 4:00p.m.**

**All workshops start promptly at 4:00 p.m. and end at 7:00 p.m.**

**Register online for the location of your choice.**

**[www.regonline.com/prereview2014](http://www.regonline.com/prereview2014)**



## ***2014 PRE-REVIEW WORKSHOPS***

### **For School Food Authorities receiving an Administrative Review during the 2014-15 School Year**

#### **✓ Why should you attend?**

USDA regulations for the federal school nutrition programs require on-site management evaluations every three years. The workshops are intended to update school agency personnel on requirements for positive evaluation outcomes. There have been numerous School Nutrition Team regulation changes since the previous reviews. The workshops will provide an opportunity to determine if your school agency is in compliance and to meet the Nutrition Program Consultants and Public Health Nutritionists who will be conducting the Administrative Reviews this school year.

#### **✓ Who should attend?**

The workshops are provided without charge and are designed for staff involved in the administration and management of the school nutrition programs, including but not limited to:

- school food service managers/directors and food service staff,
- school administrators/principals,
- business managers/bookkeepers, and
- other administrative/support staff with free and reduced price meal application approval and/or verification responsibilities.

#### **✓ What if we purchase meals from a vendor or another school?**

Personnel from schools purchasing meals from a vendor or another school are urged to attend. The breakouts pertaining to determining free and reduced price meal status and point of service meal counting procedures are most beneficial. It is also your school's responsibility to check the menus and meal deliveries to ensure that the required food items are provided. Staff will learn about the production record requirements and offer versus serve if they attend the breakout "Child Nutrition Labels, Product Formulation Statements and Production Records: The tools to being successful with Offer versus Serve".

#### **✓ Which breakout sessions should we attend?**

Please plan for adequate staff to cover concurrent breakout sessions. Refer to the "Who Should Attend" column listed for each of the breakout sessions on the next page of this mailing.

#### **✓ Still have questions?**

Contact Molly Gregory at 608-267-9276 or at [Molly.Gregory@dpi.wi.gov](mailto:Molly.Gregory@dpi.wi.gov).

**SCHOOL NUTRITION TEAM  
PRE-REVIEW WORKSHOP - FALL 2014**

**AGENDA**

- 3:45 – 4:00 p.m.** Registration and networking
- 4:00 – 5:00 p.m.** General Session: Overview of the Administrative Review process
- 5:10 – 5:50 p.m.** Session 1 (Choose one from the three breakouts listed below)
- 6:00 – 6:40 p.m.** Session 2 (Choose one from the three breakouts listed below)
- 6:40 – 7:00 p.m.** The School Nutrition Team is available for further questions and assistance.

**All breakout sessions are repeated.**  
The sessions are informal. Questions are welcomed.

Time	Breakouts to Select From	Who Should Attend
<b>Session 1</b>  5:10–5:50 p.m.  <b>Session 2</b>  6:00–6:40 p.m.	<p style="text-align: center;"><b>Understanding the 3 C's</b>  <b>Counting – Claiming – CEP (Community Eligibility Provision)</b></p> <p>Whether you are serving meals at no charge to students as part of the CEP or Provision 2 option or claiming meals based on traditional eligibility categories of free, reduced and paid, submitting accurate claims from a qualified Point of Service (POS) counting system is one of the most critical tasks of managing your school nutrition programs. Meal counts are audited under Performance Standard I during the Administrative Review with errors subject to fiscal action. In this breakout session you will learn what you need to know to ensure that your POS, meal counting system, and edit check process meets USDA regulations. Discussion of how meal counts and claims are managed under Provision 2 and the new CEP will also be included for those schools participating or considering either program.</p>	Individuals in the SFA with responsibilities for obtaining meal counts and claim submissions.
	<p style="text-align: center;"><b>Who's Eligible for What: The Free and Reduced Price Process</b></p> <p>Are you tasked with ensuring all students in your school or district are properly receiving free and reduced price benefits? Are you aware of recent regulatory changes related to free and reduced price eligibility? This session will cover the pieces of the Administrative Review related to the free and reduced price application process, Direct Certification, and other sources of categorical eligibility, as well as the Verification process. We will also discuss the proper way to document each student's eligibility.</p>	Individuals in the SFA with responsibilities for approving free and reduced priced meal benefits and completing the verification process.
	<p style="text-align: center;"><b>CN Labels, Product Formulation Statements and Production Records:</b>  <b>The tools to being successful with OVS</b></p> <p>In the peak of the lunch service rush, can you determine if a student's tray contains a reimbursable meal within 5 seconds? Being responsible for the POS can be a daunting task, and this breakout session will provide you with practice and confidence as you prepare for your Administrative Review. We will start by discussing the production record requirement, as properly completed production records can provide you with information essential to operating your program. Product Formulation Statements are another important piece of the puzzle; along with Child Nutrition (CN) Labels, these documents provide you with crediting information for the entrees and side dishes on the menu. Knowing how an item credits towards the meal pattern is essential for successfully spotting reimbursable meals.</p>	Menu planners, food service personnel, and others who maintain production records and/or monitor for reimbursable lunches and breakfasts on the serving line
6:40–7:00 p.m.	<p>School Nutrition consultants and Public Health Nutritionists (PHNs) will remain in their breakout rooms. Use this time to:</p> <ul style="list-style-type: none"> <li>▪ Obtain information if your job responsibilities are in more than two areas.</li> <li>▪ Ask additional questions that were not addressed during the breakouts.</li> <li>▪ Meet the consultants and public health nutritionists who will be conducting this year's ARs.</li> </ul>	